

## **South Santa Rosa Special Area Plan Addendum to the Scope of Work**

### **Background**

On May 10, 2001, the Santa Rosa County Board of County Commissioners approved a contract with PBS&J to prepare a South Santa Rosa Special Area Plan. A steering committee, known as the SET Committee, was formed to facilitate the planning process. The SET Committee met at least eight times between November 2001 and July 2002 to discuss issues related to the project and to review project work products.

The South Santa Rosa Special Area Plan project was initiated under the direction of Kristen Andersen, the County's Director of Community Planning. Under her leadership, the initial phases of the adopted Scope of Work were completed.

This Addendum to the South Santa Rosa Special Area Plan Scope of Work is designed to build upon the work completed by the SET Committee to date and provide the County with an Area Plan that can be clearly implemented.

Completion of this project will require the successful completion of all of the work items listed below.

### **Budget**

All components included in this Addendum will be accomplished within the originally approved budget of \$167,668.60. The remaining budget, approximately 40% of the original amount, will be sufficient to complete the work items listed below.

### **SET Committee**

Three additional SET Committee meetings will be held. The first meeting will occur prior to the public involvement workshops described below. PBS&J and County staff will present the public involvement strategy to the Committee for their review and comment. The second meeting will be held immediately prior to the public involvement workshops. The purpose of this meeting will be to review the public involvement presentation materials with the committee. The third meeting will be held following the public involvement workshops and completion of a draft vision plan. The Committee will be asked to provide comments and suggestions on the draft vision plan. Those comments will be summarized and presented to the Planning Board and the Board of County Commissioners along with the Vision Plan document.

### **Deliverables:**

- Participation in two SET Committee meetings.

## **Public Involvement**

PBS&J will develop and facilitate two public workshops designed to solicit information from the public related to how they would like their community to look in the future. These workshops will have two components: (1) land use and (2) aesthetics.

The land use component will be designed to solicit input on three land use alternatives. The alternatives will be presented in map format using bubble diagrams. The consultant will present and explain the maps and will provide the public an opportunity to comment on the alternatives. One alternative will reflect the current zoning; the other alternatives will redistribute land uses in various configurations, such as clustering commercial development. The proposed alternatives should consider the location of existing uses, environmentally sensitive resources, and infrastructure.

The aesthetics component will be designed to determine the desire of the public regarding such things as signage, landscaping, architectural and site design and will focus primarily on commercial areas along US 98 and SR 87.

PBS&J will submit weekly progress reports, via e-mail, to the Director of Community Planning, Zoning and Development. One month prior to the public workshops, PBS&J will submit draft materials and outlines to the County for review and approval. Two weeks prior to the public workshops, PBS&J will submit final presentation materials and outlines to County staff for approval.

County staff will participate in each workshop.

### **Deliverables:**

- Set up and facilitation of two public workshops.
- Maps mounted on foam core boards, approximately three sets of each required map.
- Materials necessary to conduct the aesthetic component of the workshop, i.e. graphics, slides, or power point presentation.
- Materials necessary to record public input. Examples include comment cards, survey sheets, or flip charts.

## **Land Use Alternatives**

PBS&J will develop three land use alternatives. These will be shown in map format using bubble diagrams and will be accompanied by narrative describing the alternatives. As noted above, one alternative will reflect the current zoning; the other alternatives will redistribute land uses in various configurations, such as clustering commercial development.

**Deliverables:**

- Maps (mounted as noted above for the public workshops)
- Narrative, for inclusion in the draft Vision Plan document, describing each alternative.
- Documentation, for inclusion in the draft Vision Plan document, of the public comments received at the workshops.

**Aesthetic Preferences**

PBS&J will develop a process for determining the desire of the public regarding such things as signage, landscaping, parking lots, and site design. At minimum, the process will include pictures of existing conditions along with pictures of aesthetic alternatives.

The process and visual images will be submitted to the County for review and approval prior to the public workshops.

**Deliverables:**

- Pictures of aesthetic alternatives and existing conditions, either mounted on foam core or as an electronic presentation. Sample pictures will be included in the Vision Plan document.
- Documentation, for inclusion in the draft Vision Plan document, of the aesthetic alternatives results from the public workshops.

**Vision Plan**

PBS&J will prepare a Vision Plan based upon SET Committee discussions, survey results, and public workshop input. The Vision Plan will, at a minimum, include a map depicting the preferred land use alternative and corresponding graphic vignettes reflecting aesthetic preferences, a map of the future roadway network necessary to support the preferred alternative, and narrative describing the major issues identified during the planning process along with specific recommendations for addressing each of those issues. The vision plan will also identify potential funding sources and alternative funding mechanisms for implementation of the recommendations.

The Vision Plan will include support documentation necessary for adoption of Comprehensive Plan amendments required to establish a Traffic Concurrency Management Area for US 98. PBS& J and County staff will attend at least one meeting with the Florida Department of Community Affairs to discuss this issue.

PBS&J will coordinate with County staff to identify components of the US 98 Corridor Management Plan for inclusion in the future roadway network component of the Vision Plan.

**Deliverables:**

- Vision Plan based upon SET Committee discussions, survey results, and public workshop input as described above.
- Support documentation necessary for adoption of Comprehensive Plan amendments required to establish a Traffic Concurrency Management Area for US 98.
- Summary Document outlining the major components of the Vision Plan. The Summary Document will be provided in a format that can be posted on the County website. One camera ready copy and 500 printed copies will be provided.

**Planning Board and Board of County Commissioners**

PBS&J will present the Vision Plan to the Local Planning Board and the Board of County Commissioners at advertised workshops.

**Schedule**

SET Committee Meeting –	November 2002
SET Committee Meeting and Public Workshops –	January 2003
SET Committee Meeting –	February 2003
Local Planning Board Workshop –	March 2003
Board of County Commissioners Workshop –	March 2003

**Consultant Project Team**

PBS&J will provide documentation that the full complement of professional disciplines presented in their project proposal (Section 4, *Team Member Qualifications*) has been represented on this project.